



CITY OF MANCHESTER, NH
APPLICATION FOR SIGN PERMIT
ONE CITY HALL PLAZA
MANCHESTER, NH 03101
603-624-6475
603-624-6324 (fax)
e-mail: building@ci.manchester.nh.us
www.ManchesterNH.gov

This form should be filled out and mailed to the address shown to the left. If you have any questions, please call our office between the hours of 8:00 AM and 5:00 PM. **Note: Fees are subject to change upon review of application.**

Building Permit Number	_____	Application Number	_____
Date	_____		
Location (Street Address)	_____		
Zoning District	_____	Historic District	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Arena Overlay District	<input type="checkbox"/> Yes <input type="checkbox"/> No
Owner/Tenant Name	_____		
Contractor Name	_____		
Mailing Address	_____		
City, State, Zip	_____	Telephone	_____
Signature of Owner or Contractor	_____		
Type of Sign (please check one)	<input type="checkbox"/> Wall <input type="checkbox"/> Roof <input type="checkbox"/> Projecting <input type="checkbox"/> Free-Standing		
	<input type="checkbox"/> Electronic Message Center <input type="checkbox"/> Other		
Please indicate:	<input type="checkbox"/> Electric <input type="checkbox"/> Non-Electric		
Sign Material	_____		
Overall Height above ground	_____	No. of Faces	_____
Extreme Dimensions-length x height	_____		
Exterior wall dimensions-length x height (for wall signs)	_____		
Projection of sign over public way	_____ ft. _____ in.		
Distance from front lot line	_____ ft. _____ in.		

Item	# Requested	Cost	Unit	Total Cost
On private property up to 50 sq. ft. face area		25.00	each	
On private property > 50 sq. ft. face area		1.00	per sq. ft.	
Over public property up to 50 sq. ft. face area		50.00	each	
Over public property > 50 sq. ft. face area		1.00	per sq. ft.	
Temporary outdoor sign		35.00	each	
Subtotal				
Application Fee				25.00
TOTAL COST				

All sign applications must be accompanied by plans and elevations drawn to a standard scale in accordance with the dimensions listed above and illustrating the following:

- 1) an accurate representation of all proposed signage;
- 2) the exact location of the sign to its extreme edge or face;
- 3) the methods of attachment, structural support and illumination;
- 4) a master inventory by plan or photograph of all existing signs showing type, size, exact location and including dimensions of exterior walls.

Notes: Large signs will require structural certification by a NH registered engineer.

Electronic message centers will require a minimum of five seconds duration on displays with changing prints.

Approved by: _____
Date: _____